

Finance and Administration Cabinet – STANDARD PROCEDURE	PAGE: 1 OF 1
ISSUED BY: Department of Revenue - Disclosure	
EFFECTIVE DATE: August 22, 2005	
PROCEDURE # 6.2.0	
SUBJECT: Introduction to Disclosure	
DISTRIBUTION CODE: A, B, C, D	CONTACT: Disclosure Office, Station #6 (502) 564-2552

I. PURPOSE

Department of Revenue employees are subject to certain disclosure laws and regulations as well as Department of Revenue policies and procedures related to disclosure of confidential tax information.

The policies and procedures authorized in the Disclosure Standard Procedures apply to all sections of the department. These standard procedures are intended to be used both as a working guide for Disclosure Branch personnel, as well as a guide for all Department of Revenue personnel.

NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE #1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES"

DISTRIBUTION CODES:

**A. Senior Management B. Division Directors C. Branch Managers/Supervisors
D. Department Personnel E. Division Personnel F. Branch Personnel**
